**Stephanie Fowler & Irving Levin Summer Internship Award (Fowler & Levin)**

Center for Career and Community Engagement • Lewis & Clark College • Albany 206

 go.lclark.edu/3CE • careers@lclark.edu • service@lclark.edu • 503.768.7114

**Purpose:** The purpose of the Stephanie Fowler & Irving Levin Summer Internship Award is to underwrite or supplement expenses of students at Lewis & Clark College who are engaged in internship experiences.

**General Eligibility Requirements:** The applicant must be a current Lewis & Clark College student who has obtained a summer internship in their field of interest (priority given to full-time internships). The internship placement should ideally be confirmed by the application deadline of April 12, 2013 but it *must be confirmed by May 1, 2013*. To qualify for this award, students should plan to spend a minimum of 8-10 weeks at their internship site. Students may apply for and be awarded a Fowler & Levin Summer Internship Award up to two times while enrolled at Lewis & Clark College. Graduating seniors are not eligible.

**Criteria/Selection:** Fowler & Levin Summer Internship Awards will be awarded to students who have demonstrated strong academic performance and who have secured a meaningful internship experience that meets the specific eligibility criteria. Applicants will be judged on their ability to persuasively convey the connection between of the internship opportunity to their career aspirations, and their ability to articulate a clear understanding of their role as an intern including the impact they will have on the larger organization. A higher priority will be placed on applicants who:

* Are Federal Pell Grant eligible or demonstrate a financial need in order to pursue the internship experience
* Articulate the potential of the experience to be transformative in helping define and solidify career and personal aspirations
* Demonstrate initiative in creating a new and innovative experience
* Make a strong connection between the internship and career goals
* Propose a quality internship requiring substantial responsibility which includes meaningful learning experiences and projects
* Have been offered or obtained an unpaid **full-time** internship or low stipend that will not cover living expenses
* Have a strong academic record in coursework
* Are rising juniors and seniors

The Fowler & Levin Committee will select recipients without regard to race, color, origin, age, sex, or sexual orientation.

**Award:** A competitive number of awards between $1,500 and $2,500 each will be granted.After review of applications, the award amount may be adjusted based on the evaluation of the selection committee. Students may submit additional information to prove financial hardship that would limit them from accepting an unpaid internship. Under most circumstances, the award will total no more than $2,500 per recipient. Due to the highly competitive nature of these awards, students who fail to adequately address the required components of this application will not be considered. Applicants are strongly encouraged to begin work on this application well in advance and to take advantage of the resources offered.

**Terms and Conditions**:If granted an award, the recipient must sign and return the *Terms and Conditions of the Fowler & Levin Internship Award* to 3CE prior to issuance of the award funds. The agreement clearly states that the recipient must accept and complete the requirements indicated below. Students who are studying abroad or have extenuating circumstances that limit their ability to meet the requirements below must contact 3CE in order to maintain eligibility.

* Attend a Mandatory Internship Orientation Workshop and follow-up individual internship planning session
* Complete an internship at the site noted on the Fowler & Levin internship award application
* Submit a letter confirming acceptance from an internship site
* Attend a post-internship wrap-up session during the Fall ’13 semester with the other recipients to reflect on the experience and suggest the impact this award has had on their academic and career development
* Complete intern evaluation and facilitate completion of supervisor evaluation
* Compose a thank you letter to the donors

**Failure to complete the above stated requirements will result in the forfeiture of award funds. Awards may take up to 3 weeks to process and may not be mailed out until late May.**

**Advising:** For more information on the Fowler & Levin Summer Internship Award process and finding an internship, contact Nina Olken, Assistant Director in the Center for Career and Community Engagement at 503-768-8079 or jolken@lclark.edu.

**Deadline:** Completed applications are due no later than **Friday April 12, 2013 at 5:00pm**. Late or incomplete applications will NOT be processed. Application forms must be typed.

**Fowler & Levin Summer Internship Award Application**

The Fowler & Levin application is a multi-step process. Before submitting your application please be sure that you have included all of the necessary information. You can submit your application either in person to the 3CE office (Albany 206) or by email to Nina Olken at jolken@lclark.edu (you will still need to bring your letter of recommendation in a sealed and signed envelope to Albany 206). Applications must be typed.

Application materials must be submitted together no later than the established deadline of **5p.m. on Friday, April 12, 2013.** Incomplete and late applications will not be considered.

**Part I. Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| Phone: |  | Email: |  |
| Permanent Address: |  | City: |  |
| State: |  | Zip: |  |
| Current Class Level: |  | Current GPA: |  |
| Year of Graduation: |  | Declared Major: |  |
| Amount Requesting\*: |  | Declared Minor: |  |
| \*Awards are set between $1500 and $2500 per recipient. Please indicate above the amount you are requesting and reflect this amount in your attached budget estimate. |
|  |  |
| Do you currently have a summer internship placement secured? |  |
|  |  |  |
| If yes, please answer the following: |  |  |
|  |  |  |  |
| Length of Internship: |  | weeks | Hours per Week: |  |  |
|  |  |
| Internship Site (name of organization): |  |
|  |
| Location of Internship: |   |
| City: |  | State: |  | Country: |  |
| Type of Organization:  |
| List tasks, projects and/or responsibilities of internship (300 word max):

|  |
| --- |
|  |

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|  |
| If no, please list the top 3 internships that you are currently pursuing: |  |
| 1. |  |
| 2. |  |
| 3. |  |

**Part II. Resume**

Please attach the resume that you submitted while applying for internships.

**Part III. Essays**

Prepare and attach an essay that clearly addresses the following questions:

*Three Page Maximum, double-spaced.*

* How will the successful completion of this internship relate to your future career and/or academic plans?
* How will the award impact your ability to complete this internship?
* What do you hope to learn from this internship experience?
* How do you plan to apply what you will learn from this experience?

**Part IV. Recommendation**

Include at least one faculty recommendation using the Fowler & Levin recommendation form. The recommender should be able to assess your personal initiative, motivation and suitability for the internship. Ask the faculty recommender to enclose the completed recommendation form in a signed, sealed envelope and return it to you. Include the envelope in your application package. The recommendation is due by the application deadline April 12, 2013. Therefore be considerate of your recommender's time and be sure to plan ahead.

**Part V. Budget Estimate**

Please list the expenses resulting from the internship as well as income attained. Please be as specific as possible and complete on a separate page.

**Part VI. Transcript Release**

By signing this application you are giving 3CE permission to request academic transcripts from Lewis & Clark on your behalf. It is important to understand that these transcripts will be a part of your application and that refusal to grant such permission will exclude you from consideration.

**Part VII. Statement of Affirmation**

Your signature on this application is also signifying the following statement:

I hereby certify that I have provided accurate information on this application. I understand that the Fowler & Levin Internship Award Selection Committee, in considering me for this award, will review my transcript and other supporting documents. I hereby authorize and consent to that review.

Signature of Student Date

**Application Checklist:**

* Application form completed and signed
* Resume
* Essay
* Budget (completed on a separate page from application)
* Letter of recommendation (in sealed and signed envelope)